February 13, 2014

Mr. Moses Hampton

Talbots Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy because I have always found the Italian culture interesting, and because they are an important part of the world that we should be mindful to.

Over the course of the next 7 ½ weeks, I expect to learn about Italian culture, food, business etiquette and some important phrases in Italian. Having this knowledge will open many more opportunities for making deals and selling our product. We will be respected more and have some extent of knowledge of their country, which will help in selling.

Lastly, I think I would be a great addition to this team because I am quick-witted. For example, at my horse stables I learned jumping very quickly. I also think that I get along with other people very easily, as oppose to somebody who gets into arguments quickly and has a low temperament.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Leah Bailey

2650 Crestview Dr.

Gibsonia PA 15044